

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1903

FLSA: Exempt

**CLASSIFICATION TITLE: ASSISTANT DIRECTOR, LIBRARY
EXTENSION**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide supervision of branch library personnel and property, administering the library automation system and assisting in library planning and development.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, including processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Accesses, updates and maintains computer server; plans, implements and supports automation upgrades; installs, configures, programs and tests new software and network equipment; manages the maintenance, repair and replacement of computer hardware and software; oversees daily backup of automation equipment; resolves computer software problems; schedules and trains staff in the use of new software and equipment.

Assists in library book selection; develops and presents library programs; speaks with media regarding library issues; writes newsletters, reports and memoranda; designs and maintains library web page; responds to patron and staff complaints.

Compiles and evaluates automation statistics; devises reliable measures of library use for planning and automation vendors; evaluates the performance of on-line and automation vendors; administers automation contracts and agreements.

Composes building plans for new or renovated branches; manages branch construction projects, writes specifications for and orders furniture, equipment, software and supplies.

Visits branches and reviews concerns; evaluates branch and automation purchase requests; recommends and interviews job applicants for hiring; develops new policies; reviews policy issues.

Writes and administers grants; participates in library administration meetings; participates in Board meetings as needed; acts as officer-in-charge in absence of Director.

ADDITIONAL FUNCTIONS

Loads newly catalogued items into the main database; clears and maintains disk space on computer system.

Investigates building alarms and enables/disables alarm system.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Master's degree in Library Science from an ALA-accredited institution, supplemented by six (6) to nine (9) years previous experience and/or training that includes library science, computer science, and management; experience in computer network system design and programming preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: : Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Chattanooga-Hamilton County Bicentennial Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.